## DÉPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. 890126-0 FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE pplication Date Georgia Public Service Commission Application Number Tariffs and Rail Services Section 1007 Virginia Avenue, Suite 310 Application Number **Date Received Date Completed** Hapeville, Georgia 30354 JUN 1 6 1989 JAN 26 1989 2. Person to Contact **Working Title** Telephone Number 559-6625 Principle Secretary Susan Davis 3. Action Requested a. D Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. 12 Amend Application No. 82-603 Check One: Change; Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Tariff Transmittal Letters (motor carriers, railroads & busses) Present What is the function of the Division and the Office in which this record series is created? 3. Division and Office Function See attached sheet for description in detail. This file contains the following documents (include form numbers and titles, if any): Record Series Description Attach samples of the file. Documents relating to: documenting the receipt of tariffs filed in compliance with rules and regulations of the Commission by motor carrier, railroad and bus companies. Included are: Tariff transmittal letters. File is arranged: Alphabetically by name of company. How often are records referred to which are: 3. Monthly Reference Rate 13 One to six months old 1 - 3; Seven to twelve menths old 1 - 3; Thirteen to twenty-four months old never twenty-five months and older never . Annual flate of Accumulation of Records Letter size drawers ; Legel-size drawers \_\_\_\_; Shelves \_\_\_\_; Other (specify)

(Over)

PPLICATION FOR RECORDS RETENTION SCHEDULE

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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	FOR AGENCY USE 1. Agency Address FOR RECORDS							
Application Date	Georgia Public Service Commission	Application Number						
	Transportation Rates & Services Division	82-603						
Application Number	1001 International Blvd., Suite 1107	Date Received Date Completed						
	Hapeville, Georgia 30354	DEC 3 1982 JAN 1 9 1983						
2. Person to Contact	Working Title	Telephone Number						
Susan	-	•						
	Davis Principal Secretary	IV 761-0775						
3. Action Requested  a.	Schedule; record will continue to accumulate.							
	cumulation; no further accumulation anticipated.							
c.   Check One:   Change;   Supercede;   Void								
4. Dates of Series	5. Records Series Title (followed by title used in office; if di							
Earliest Latest								
1968   Present	Tariff Transmittal Letters (motor car	riers railroads & busses)						
6. Division and Office Function								
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7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.								
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	e Commission by motor carrier, railroad, a							
Included are: tariff tr	ansmittal letters.							
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File is arranged:	Alphabetically by name of company.							
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8. Monthly Reference Rate	How often are records referred to which are:	almost						
Wone to six months old 1-3; Seven to twelve months old 1-3; Thirteen to twenty-four months old never;								
twenty-five months and older?								
9. Annual Rate of Accumulation of Records								
Letter-size drawers $\frac{1}{1}$	; Legal-size drawers; Shelves;	Other (specify)						
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c. Federal law	<u></u>	years.	f.	Federal retention instruc	tions0	years.
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